



Policy: 4007
Procedure: 4007.06
Chapter: Secure Facilities
Rule: Lockdown (Secure Confinement) Limitations

Effective: 9/21/2005
Replaces: 4007.06
Dated: 09/25/2000

Purpose:

The Arizona Department of Juvenile Corrections (ADJC) strictly forbids the use of lockdown (secure confinement) as a punitive measure. ADJC recognizes the limited use of lockdown as a necessary behavior management measure to ensure the safety and welfare of juveniles and employees. All lockdowns for any purpose shall be as limited in scope and duration as practical.

Rules:

1. Lockdown Criteria:

- a. The **FACILITY SUPERINTENDENT OR DESIGNEE** may consider a whole or partial secure facility lockdown for the following major events:
 - i. Major juvenile disturbance/ unrest including:
 - (1) Riots;
 - (2) Hostage taking;
 - (3) Juvenile sit-down strike.
 - ii. Escape and attempted escape;
 - iii. Missing items including:
 - (1) Facility keys;
 - (2) Tools;
 - (3) Kitchen cutlery/knives;
 - (4) Communication radios.
 - iv. Power outage;
 - v. Serious medical emergencies which require the aid of outside personnel;
 - vi. Reasonable belief of weapons on campus;
 - vii. Death of a juvenile or employee;
 - viii. Secure facility search;
 - ix. Employee strike.
- b. For any lockdown or secure confinement situation which lasts more than 15 minutes **EMPLOYEES** shall:
 - i. Record in the housing unit daily log book the time juveniles were placed in their rooms and the time juveniles were let out of their rooms;
 - ii. Monitor juveniles who are on suicide precautionary status or believed to be at an elevated risk for suicide or self harm in accordance with Procedure 4250.01 Suicide Prevention;
 - iii. Conduct minimum 15 minute staggered welfare checks of all juveniles on lockdown status; and
 - iv. Record completed welfare checks in the housing unit's Daily Log Book.

2. Escapes and Attempted Escapes:

- a. The **SECURITY OFFICER IN CHARGE (OIC)** shall:
 - i. Initiate an immediate lockdown; and
 - ii. Notify the Superintendent and Assistant Director Safe Schools.
- b. The **SUPERINTENDENT OR DESIGNEE** shall end a lockdown resulting from an escape or attempted escape at the time s/he believes is practical and appropriate to do so.

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3. Major Events Other Than Escapes and Attempted Escapes:

- a. The **OIC** shall:
 - i. Notify the Superintendent or designee;
 - ii. Provide information on the incident;
 - iii. Complete Form 1190.03A Significant Incident Report; and
 - iv. Complete notifications as directed by the Superintendent or Designee.
- b. The **SUPERINTENDENT OR DESIGNEE** shall:
 - i. Consult with the Superintendent of Education or the Education Principal when the lock down will involve school attendance;
 - ii. Approve or disapprove the whole or partial secure facility lock down; and
 - iii. Notify the Assistant Director Safe Schools or designee within 15 minutes of lockdown approval to:
 - (1) Provide information on the incident; and
 - (2) Seek further approval and/or additional direction.
- c. The **ASSISTANT DIRECTOR SAFE SCHOOLS OR DESIGNEE** shall:
 - i. Notify the ADJC Director of the whole or partial secure facility lock down;
 - (1) Provide information on the incident; and
 - (2) Seek further approval and/or additional direction.

Effective Date:	Approved by Process Owner:	Review Date:	Reviewed By:
09/21/2005	James A. Hillyard		